



OSBO
Manager's Report

May 21

2018

TPAC Report

1. Executive Summary:

This report is submitted pursuant to Ordinance (s) 049-13HR and 058-16HR to ensure that the OSBO team provides support to the County to ensure that the SLBE has equal opportunity to participate in County contracts for all six (6) Industry Categories.

Primary Industry Category					
Construction Services	Professional Services	Non-Professional Services	Engineering Services	Architectural Services	Wholesale Operations

2. Purpose:

The purpose of this report is managing the ongoing requirements of the Ordinance(s), improving and creating new Standard Operating Procedures (SOPs), and ensuring payment to contracted SLBEs.

3. Office of the Small Business Opportunity Cross Functional Team

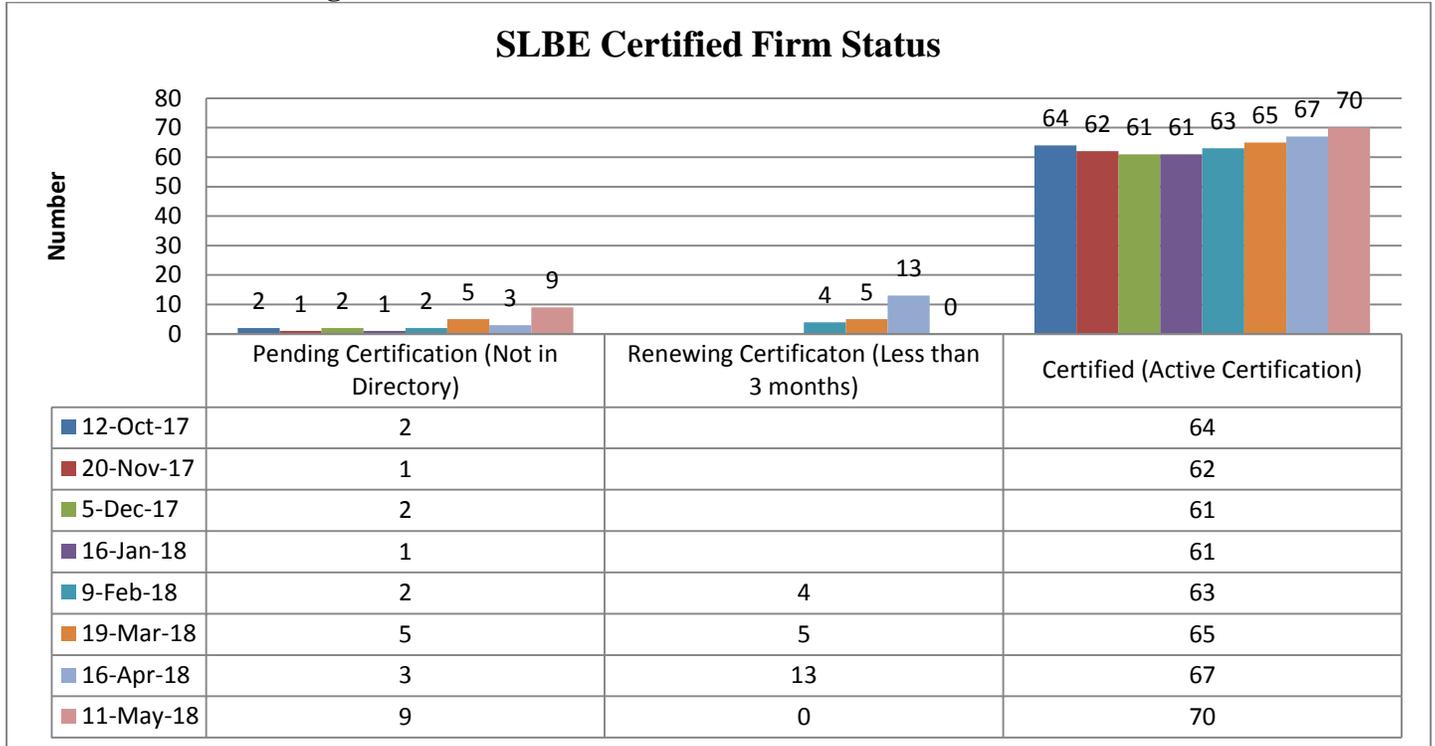
Team Matrix		
Name	Department	Title
<i>Dr. Jamelle Ellis</i>	<i>CGS/OSBO</i>	<i>Director serving as an Advisor</i>
<i>Dr. John Thompson</i>	<i>Transportation</i>	<i>Director serving as an Advisor</i>
VACANT	OSBO	Manager
Michelle Rosenthal	OSBO	Business Development Coordinator
Melissa Watts	OSBO	Financial Resources Coordinator
Cheryl Cook	OSBO	Certification & Compliance Specialist
Jennifer Wladischkin	Procurement	Manager of Procurement
Yolanda Davis	Procurement	Contract Specialist
Tony Edwards	Transportation	Acting Director of Transportation
Alicia Pearson	Transportation	Senior Accountant
Nathaniel Miller	Transportation	Contract & Budget Manager

4. Goal Setting Committee (GSC)

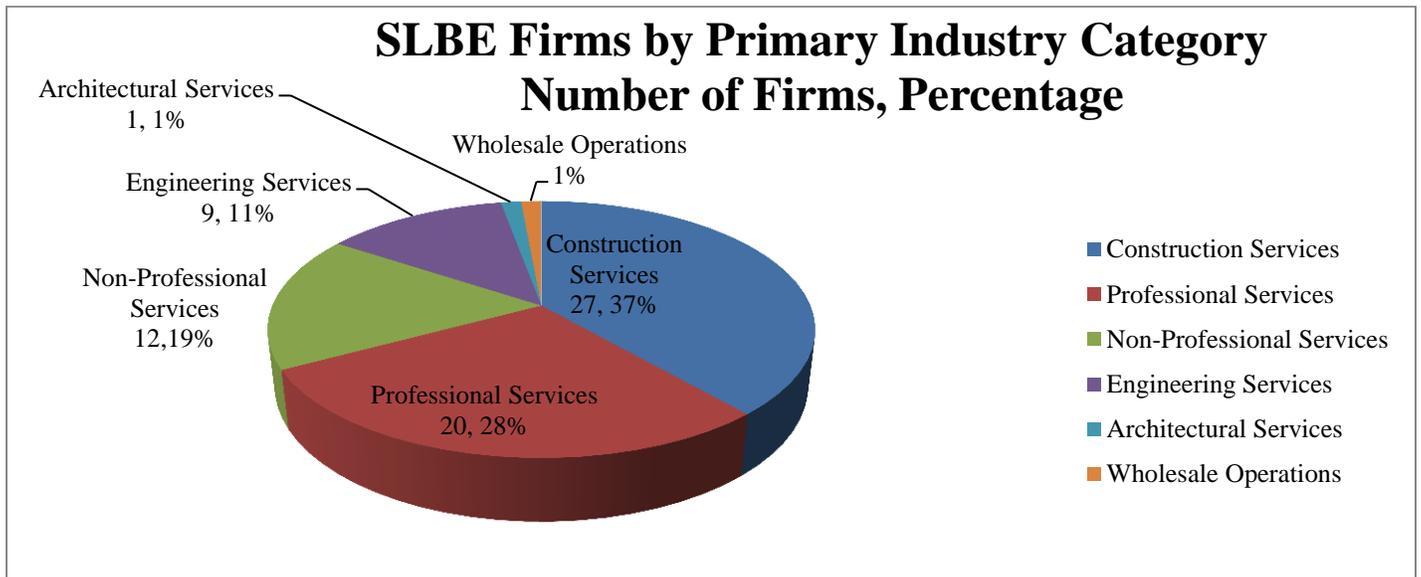
Team Matrix		
Name	Department	Title
VACANT	OSBO	Manager of OSBO
Ross Tilton	PDT	Program Administrator
Melissa Watts	OSBO	Financial Resources Coordinator
Cheryl Cook	OSBO	Certification & Compliance Specialist
Jennifer Wladischkin	Procurement	Manager of Procurement
Gerald Walker	PDT	Estimator

5. Analysis:

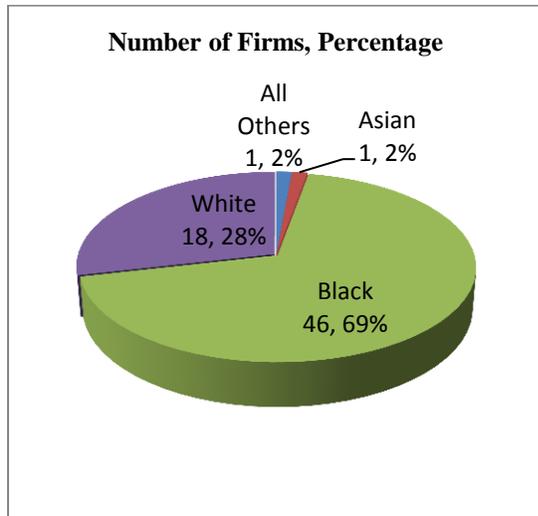
SLBE Certification Program Overview:



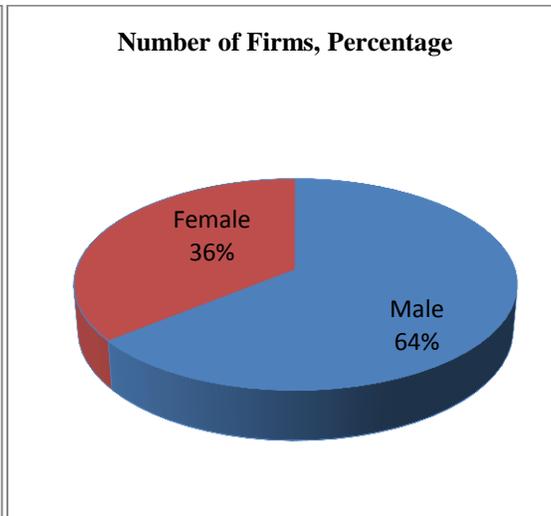
Industry Categories:



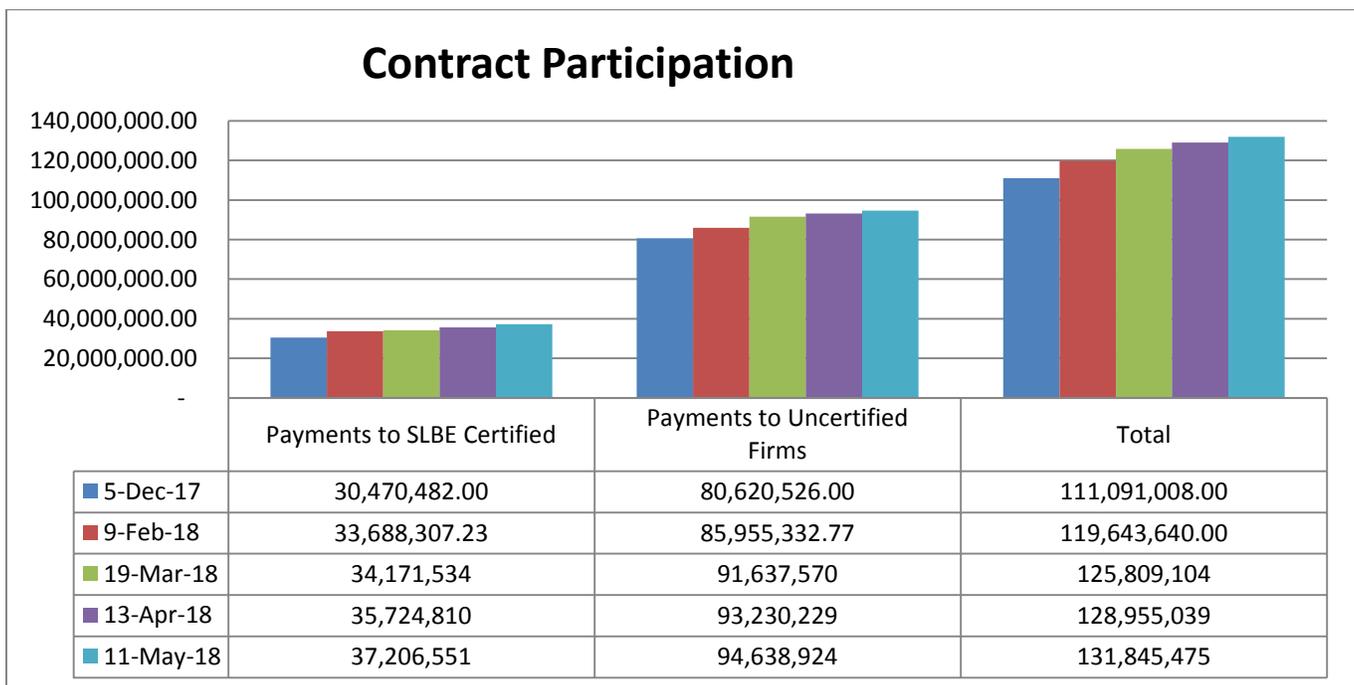
SLBE Firms by Ethnicity



SLBE Firms by Gender



Contract Participation: January 1, 2012-May 11, 2018*



* Payments to Uncertified Firms - Include Prime contractors
 * Includes a total of 68 contracts - open (44) and closed (24)

6. Manager's Assessment resulted in the following Action:

- **Managerial Focus**

- i. Implementing Business Development Academy
- ii. Facilitating OSBO Office Standard Operating Procedures
- iii. Managing reconciled undocumented payments for all certified SLBEs
- iv. Facilitating increase in County wide SLBE utilization in County wide contracts
 - OSBO staff is collaborating with RC Directors to identify current vendors to become certified SLBEs
- v. Outlined PDT SLBE Contractual Compliance

- PDT SLBE Participation Update and Payment Invoices
- vi. OSBO Support Richland County Renaissance Start Center

- **Business Development**

- i. OSBO Website Highlights
 - ii. Highlighted Articles
 - Richland Community Participates in Small Business Week
 - Featured Businesses
 - RB Todd Consulting Engineers, LLC - District 1
 - Flock and Rally, LLC - District 5
 - iii. Participated in 2018 Salute to Small Business Event May 2, 2018
 - iv. Participated in 2018 City of Columbia 6th Annual Small Business Week “Leading the Change” event May 3, 2018
 - v. Participated in B2GNow Training with the Richland County Public Library Staff April 30, 2018
 - vi. [Partnership established with South Carolina Business One Stop \(SCBOS\)](#)
 - SCBOS created a Partner website page for Richland County Government OSBO
- RC Government Office of Small Business Opportunity Academy Workshop, website, [Workshops & Events](#)

INTERNAL TECHNICAL WORKSHOPS	DATE
Contract Compliance Payment Reporting	Feb 8
Surveyor and Blue Print	Mar 28
Insurance and Bond Requirements	Apr 18
Relationship Between Prime & Subcontractor (Bid -Awards)	May 16
Dirt Roads, Clearing, storm drain, paving, grading road, etc.	Jun 20
Pavement (Striping and Signage)	Jul 18
Improvement Projects (Sidewalks and Bookkeeping)	Aug 15
Hauling (Resurfacing)	Sep 19
Concrete & Masonry	Oct 17
Safety	Nov 21
Traffic Control	Dec 19

INTERNAL ADMINISTRATIVE WORKSHOPS	DATE
Understanding the Richland County Ordinance	Jan 17
Contract Compliance Payments	Feb 8
Small Business Compliance and Legal Issues	Mar 22
Cash Flow	Apr 10
Richland Renaissance for the Small Business Owner	May 15
Why Get Certified	June 20
Workman’s Compensation and Insurance	July 18
Marketing 101	Aug 13
Small Business License Requirement	Sep 19
Ordinance Review	Oct 17
Richland County Procurement Process	Nov 7
Funding Resources for Small Businesses	Dec 19

- **Financial Resources Coordinator**

- Projects Completed
 - i. Participated in the City of Columbia Small Business Week May 1-3.
 - ii. Developed SLBE utilization goal for upcoming Resurfacing Project Package P
 - iii. Attended pre-bid meetings for Dirt Road Package G and H
 - iv. Attended pre-construction meeting for Sidewalk Package S-7
 - v. Assisted with real-time SLBE directory construct and roll-out

- vi. Reconciled multiple undocumented payments (time and month information is pulled)
 - Number of payments due to prime, 16
 - Number of payments not reported by prime to SLBE, 3
 - Number of payments not confirmed by subcontractors, 11
- Projects On-going
 - i. Established drill down NAICS codes for each certified business to ensure goal setting accuracy
 - ii. Develop an annual goal for county wide and Penny Tax specific contracts
 - iii. OSBO Lead in planning and implementing the Small Business Symposium for October 2018
 - iv. Supporting role of collaborating with IT, Certification and Compliance Specialist and Business Development Coordinator to implement Webinar, and ONBase Storage
- **Certification & Compliance**
 - i. Completed two (2) new certifications and two (2) re-certification with three (3) pending
 - ii. Provided training to six (6) Richland Library Staff members on how to review documents for certifying SLBE's through the B2G online application process at the library
 - iii. Collaborated with IT to streamline the SLBE Directory
- Incentives for Certification
 - i. Use Renaissance project as main strategy to increase SLBE County Certifications
 - Participated in the City of Columbia 4th Annual Conference Trade Show, May 3rd
 - Participated in the Small Business Administration and the South Carolina Chamber of Commerce Procurement Opportunity Match Maker Conference, May 2nd
 - Implementing a Small Business Expo for Fall 2018